

**Special Emphasis Program**  
**Diversity Advisory Committee Meeting**  
**March 13, 2007, Building 383 Conference Room 316**  
**1:00 p.m. – 3:00 p.m.**

**Present:** Frank Baca, Chair, SEP DAC, Office of the Director  
Maggie Wood, Vice Chair, SEP DAC, Sandia Site Office  
Mark Baca, Senior Diversity Champion, BEP, OTS  
Eileen Rountree McClennan for Dennis Martinez, Senior Diversity  
Champion, CPWD, OFFM  
Debby Miller, Senior Diversity Champion, APAP, OFS  
Harriet Garcia for Arlene Sambrano, Manager, OHCMS  
Pat Cream, Program Manager, GLBTSAP  
Levi Bowman, Program Manager, AIP  
Bernadette Tohtsoni, Alternate Program Manager, AIP  
June Storey, Program Manager, FWP  
Alicia Williams, Alternate Program Manager, FWP  
Geraldine Duran, Program Manager, APAP  
Lisa Marie Buffkins, Program Manager, BEP  
Edna White, Alternate Program Manager, BEP  
Elizabeth Donnelly, Program Manager, OWP  
Nancy Hogan, Program Manager, HEP,  
Michael Perez, Program Manager, CPWD  
Valerie Lindsey, Alternate Program Manager, CPWD  
Debbie Allison, EEO & Diversity Office  
Patty Padilla, EEO & Diversity Office

**Absent:**  
Tom Gutierrez, Council Member, Office of Strategic Planning and  
Analysis, NA-10  
Tena Chavez, Diversity Representative, Office of Secure Transportation  
Mike J. Zamorski, Senior Diversity Champion  
Pat Higgins, Headquarters Office of Strategic Planning and Analysis,  
NA-10  
Ray Corey, Senior Diversity Champion, GLBTSAP, OTS  
Roger Liddle, Senior Diversity Champion, OWP, OTS  
Dennis Martinez, Senior Diversity Champion, CPWD, OFFM  
Arlene Sambrano, Senior Diversity Champion, HEP, OHCMS

**Recorder:** Debbie Allison

**WELCOME & Introductions & Overview of Meeting Agenda:** Frank Baca, Chair

Harriet Garcia for Arlene Sambrano – HR Update

- Written comment period for the *Proposed Demonstration Project; Pay Banding and Performance-Based Pay Adjustments in the National Nuclear Security Administration* will end on March 30, 2007. HR encourages all employees to read the order and attend the public hearing via video-conference in 381-ABC on Wednesday, April 4, 2007, from 8:00 a.m. – 3:00 p.m. or by using the tele-conference call-in line 202-287-5323.
- 13 students have been hired for the Student Career Experience Program and are assigned to various Service Center offices. Due to funding constraints and clearance requirements, students will not be hired for the Student Temporary Experience Program otherwise known as the Summer Aid Program.

Debbie Allison - Comments on SEP DAC Charter and By Laws

- Charter and By Laws will remain the same. No comments or changes were made by the committee.

Nancy Hogan, HEPM – Proposal to initiate a Partnership Agreement with Minority/Community Organizations

- With endorsement by the HEP, the NNSA Service Center signed a Memorandum of Understanding (MOU) with National IMAGE Inc. (a national Hispanic organization committed to issues related to employment, education and civil rights for Hispanics) in 2001. Some of the goals of the MOU are to provide training opportunities to Hispanic employees where they were under represented, recruitment of Hispanic students for student programs, co ops, summer hires. IMAGE representatives recently requested that Service Center management renew the MOU. After considerable discussion and HEP committee vote, it was decided that the MOU should be all inclusive of other community groups associated with the Service Center SEPs such as Federally Employed Women, Blacks in Government, American Indian Science and Engineering Society, etc.
- Proposal to SEP DAC to establish a MOU with community-based organizations associated with each SEP group.
- Benefits of implementing a “Community” MOU:
  - Establishes or renews partnerships with minority organizations.
  - Demonstrates that NNSA is community friendly
  - Opportunity to showcase accomplishments of our Diversity Programs
  - Promotes the goals and objectives of the SEP DAC and our individual groups
- Process owner: The EEO & Diversity Office would be responsible for coordinating and disseminating any reports or initiatives with final approval by Frank and Karen

- Committee agrees that there is interest in establishing an all inclusive Statement of Cooperation instead of an MOU.
- **Action: Develop draft of the Statement of Cooperation and discuss/finalize at the next meeting. Debbie will develop a working draft and send to committee members for input.**
- Final Decisions concerning the Statement of Cooperation will be made at the next DAC meeting.

#### Frank Baca - Implementation of New Guidelines for Service Center Vacancies

- Interviews will be required for all vacancies when there is more than one qualified applicant on a selection certificate.
- EEO representatives will be designated by Frank and Karen to observe the interview process for all GS-15 and above vacancies.

#### SEP FY 07 Operational Plan Discussion – SEP Goal Champions

- Each champion briefed the committee on their assigned goals.
- Co-champions will revise and make changes to their respective goals as discussed in the meeting and return to Debbie Allison no later than **April 5, 2007**. The format will be as follows: Goal, Actions, and Success Indicators. and Accomplishments. Progress will be reported at each meeting using Stop Light indicators, red, yellow green.

#### Committee Reports

##### Elizabeth Donnelly, OWP

- The Older Worker's Program will take place July 26, 2007.
- Committee finalized goals for the year.
- Jackson Middle School Tutoring Program is very successful. \$400 from the proceeds of the annual Service Center Book Sale was donated to the school to purchase books for the students.
- Appreciation expressed to Pat Cream and Lisa Marie Buffkins for their efforts in leading the book sale.
- Lowell Elementary Tutoring Program sponsored by the BEP also benefits from the book sale.

##### Alicia Davis on behalf June Storey, FWP

- Women's History Month Program will be celebrated on March 27, 2007. Dress for success tips and panel discussion will be the focus of the program.

##### Lisa Marie Buffkins, BEP

- Black History Month Program with Jewell Diamond Taylor was very successful. 95 Service Complex and Sandia Site Office employees and guests from Sandia National Laboratories and Honeywell Corporation attended the event.
- Focused on being involved in NNSA recruitment activities.
- BEP will work with Lowell Elementary to identify their needs for educational materials using the proceeds from last year's book sale.

#### Geraldine Duran, APAP

- Asian Pacific Heritage Month will take place on May 15, 2007. The featured keynote speaker is Celia Ruiz-Tomlinson the President & CEO of RHOMBUS P.A., Inc., a 19-year-old, extremely rare engineering company founded, owned, and operated by an immigrant female Filipino engineer.
- On a regular basis, distribute job opportunity information to Asian Pacific organizations within the Albuquerque area.
- Finalizing a Sight and Sound donation program to have Service Center complex employees donate eyeglasses and old cell phones.
- Working with Rochelle Lari, Sandia National Labs Diversity Office, on providing a Business Etiquette Class available to APAP members and other SEP representatives (up to 20 slots available).

#### Pat Cream for Tena Chavez, OST

- Changing Federal Agent recruitment strategy with the goal in mind to build a diverse applicant pool. Billboards will be posted on the highways, posters developed and a video clip will be added to their website.
- The diversity of the recently hired Federal Agents is: 1 Hispanic male, 2 African American males, and 12 white males.

#### Pat Cream, GLBSTSAP

- The Gay Pride Month Program will take place June 20, 2007 at 2:00 p.m. The program will feature a panel discussion on quality of life issues such as financial and estate planning.

#### Levi Bowman, AIP

- Native American Science Fair will take place on March 22-23, 2007.
- The American Heritage Month Program will take place on April 26, 2007 in conjunction with Bring Your Son or Daughter to Work Day. The program will feature Sunny Dooley-Blessingway, a Native American Storyteller. Other activities planned for the month include a bake sale and a fun run/walk event.

#### Michael Perez, CPWD

- On March 14, 2007, Dennis Martinez, Senior Diversity Champion for CPWD, will conduct a lunch-n-learn session highlighting tax changes for preparation of 2006 income tax returns and special deductions for people with disabilities.

#### Nancy Hogan, HEP

- Arlene Sambrano is the new Senior Diversity Champion for HEP.
- HEP council working on finalizing their goals and objectives.

#### Miscellaneous – Frank Baca

- The number of Future Leader Program slots will be reduced due to budget issues.

**Next Meeting – June 12, 2007 - Bldg. 383, Room 316 (1:00 p.m. – 3:00 p.m.)**